

**JOB ANNOUNCEMENT
COMPETITIVE NOTICE**

**U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer**

Position: Contract Specialist Series/Grade: GS-1102-09	Announcement No: ETA-03-127PN
	Opening Date: September 8, 2003
	Closing Date: September 19, 2003
Salary Range: \$40,044 - \$52,058 (includes locality pay of 12.74%)	Number of Vacancies: One (1)
	Bargaining Unit: Inside Bargaining Unit
Organizational/Geographic Location: Employment & Training Administration Office of Financial and Administrative Management Office of Grants and Contacts Management Division of Contract Services	Promotion Potential: GS-11
	Civil Service Status Required: No
	Temporary Position: No-Permanent Position
	Part-time Position: No-Full-Time Position
Duty Station: Washington D.C.	Area of Consideration: All Eligible Candidates and *ICTAP Eligibles Within the Local Commuting Area

Applications will also be accepted from persons who qualify under noncompetitive hiring authorities, such as (but not limited to) Veterans Readjustment Appointment (VRA eligibles), 30% or more compensable veterans, persons with disabilities, Outstanding Scholar, or present/former Peace Corps personnel. Additionally, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing three years of continuous active military service may apply under the Veterans Employment Opportunity Act.

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://wdsc.doleta.gov/jobs/>

Position Duties and Responsibilities:
<p>This position is located in the Employment and Training Administration (ETA), Office of Financial and Administrative Management (OFAM), Office of Grants and Contract Management (OGCM), Division of Contract Services (DCS). The DCS is responsible for providing centralized services to the National Office, ETA for federal acquisition (procurement) requirements to ensure effective and uniform implementation of Federal and Departmental procurement and assistance regulations and guidelines within ETA.</p> <p>The incumbent serves as a Contract Specialist responsible for acquisition duties, such as, procurement planning, pre/post award contract administration, cost/ price analysis, negotiations and contract administration for services, materials and equipment.</p> <p>Specific duties include but are not limited to:</p> <p>Analyzes solicited and competitive proposals and assures full compliance with procurement regulations, policies, and procedures under the guidance of a Senior Contract Specialist.</p> <p>Reviews requisitions and determines appropriate method and type of procurement, citing the authority in determinations and findings reports prepared for the Contracting Officer.</p> <p>Prepares solicitation documents such as Requests for Proposals (RFPS), Invitations for Bids (IFBs), Requests for Information (RFIs), and Requests for Quotations (RFQs), referring to Senior Contract Specialists as needed. Works closely with Program Officials in order to produce "Specification/Description/Work Statements," "Instruction to Offerors," and "Recommendation Evaluation for Award" publication information for the Contracting Officer's signature.</p> <p>Determines adequacy and completeness of purchase description, conducts appropriate research and analysis, and initiates any corrective actions required.</p> <p>Prepares and issues solicitation documents; selects appropriate clauses, ensures clear and complete specifications, and serves as a central point of contact on assigned procurements.</p> <p>Performs detailed analysis of proposals received to determine responsiveness and responsibility of offerors including review of past awards and performance, request pre-award survey, and establishment of price reasonableness by either price or limited cost analysis.</p> <p>Drafts final contracts, modifications, and purchase orders including appropriate specifications and standards and specials clauses, for signature of the Contracting Officer, assuring compliance with procurement regulation, policies, and procedures.</p>

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

To be eligible, applicants must have 2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D.; or one year of specialized experience at the GS-7 grade level in the Federal Service.

To qualify solely on education for GS-1102 positions on the basis of graduate education, graduate education in one or a combination of the following fields is required: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Specialized experience is experience in or directly related to the position, such as contract specialist responsible for acquisition duties, such as, procurement planning, pre/post award contract administration, cost/ price analysis, negotiations and contract administration for services, materials and equipment which has equipped the applicants with specific knowledge, skills and abilities to perform successfully the duties of the position.

***ICTAP (Interagency Career Transition Assistance Program candidates):** Applicants applying for special selection priority under 5 CFR Part 330 Subparts C or G (ICTAP), must be well qualified and submit proof of eligibility, i.e., RIF separation notice, certificate of expected separation, or other agency certification that you are in a surplus occupation; submit the last or current performance rating of record of at least fully successful or equivalent; apply for a vacancy at or below the grade level from which separated; file an application for a specific vacancy within the time frame indicated in the announcement; and be well qualified for the position. If separated through compensable injury or disability, no performance rating is required. Well qualified is defined as: A rating of at least Good on evaluation factors designed as High (H).

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Requires a valid drivers license
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to geographic mobility
<input type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Subject to drug test prior to appointment
<input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input checked="" type="checkbox"/> <u>Subject to receipt of an official college transcript if qualification was based solely on education or a combination of education and experience.</u>
<input type="checkbox"/> Subject to frequent overtime	
<input type="checkbox"/> Subject to frequent travel	

METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

In addition to meeting the minimum qualifications and eligibility requirements for special priority consideration, ICTAP candidates must meet the desired level of performance as indicated by the knowledge, skills, and abilities and be rated well qualified. Well qualified is defined as a rating of at least Good on evaluation factors designed as High (H).

EVALUATION FACTORS: It is **highly recommended**, but not required, that all candidates address and submit the evaluation factors on a separate sheet of paper. To be considered Highly Qualified (HQ), applicants need to receive a rating of "High" (H) in all factors listed below designated (H). For ICTAP eligibles to be considered well qualified, they must receive a rating of "High" (H) in factors 1, 2, & 3, & 5 and a rating of Medium (M) in factor 4. **Failure to address these evaluation factors may impact your final rating and/or ranking.**

EVALUATION FACTORS: Factors designated (H) are rated high.

1. Knowledge of procurement procedures, laws, regulations and techniques to effectively carry out a full range of procurement assignments. **(H)**

2. Knowledge of commonly applied procurement methods and types of contracts, such as, fixed price or cost reimbursement contracts, formula-funded or discretionary grants, and the required clauses and special provisions to plan and carry out the procurement to recommend award. **(H)**
3. Knowledge of source of supply and characteristics of assigned services sufficient to identify potential suppliers, assure adequate competition, and evaluate bid responsiveness and responsibilities of the bidders. **(H)**
4. Knowledge of price analysis sufficient to review contractor proposals, and to perform analysis using previous history or other data sources to assure reasonableness of prices. **(H) (M) for ICTAP Candidates**
5. Skill in oral and written communications to negotiate contract prices and terms with contractors. **(H)**

HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

The following material is required if checked:

- ☒ -- Most recent supervisory performance appraisal **or** a statement with reasons why you do not have a supervisory appraisal is required for all applicants.
- ☒ SF-50, Notification of Personnel Action (Required for all current or former federal applicants).
- ☒ -- College transcript (**Required if qualifying based solely on education** or a combination of education and experience).*
- ☒ -- Other: DD214/SF-15 for Veterans Preference
- ☒ -- Please complete and submit the attached Applicant Background Questionnaire, OMB No. 1225-0072, with your application. Submission of this form is optional. Data collected will be used only in aggregate, to assess the effectiveness of outreach efforts. Consideration for this job will not be affected by failure to submit this form. **We will acknowledge receipt of your application, if it is accompanied with this form.**

*** You must submit a copy of your college transcript(s) with your application if you are trying to qualify based solely on education. If not, you will be found ineligible.**

Mail your application to, or secure forms or information from:

U.S. Department of Labor
Employment and Training Administration
Office of Human Resources
200 Constitution Avenue, NW, Room N-4656
Washington, DC 20210
Attn: Shelley DeCrane
Commercial: (202) 693-3922
Fax: (202) 693-3734
TTY: (202) 693-3924

The area of consideration for this position is limited to All Eligible Candidates and *ICTAP Eligibles Within the Local Commuting Area.

An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application must be in the Office of Human Resources by the closing date of this announcement.

ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.
- Selection for this position may be made as a result of this announcement or by any other appropriate means including reassignment, reinstatement, new appointment, transfer or change to lower grade.
- Special Note to Outside Applicants: Male applicants between the ages of 18 and 25 are eligible for appointment only after registering with the Selective Service System.

VETERANS PREFERENCE: If you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veterans= preference. To receive preference, if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, service connected disability, or you must have served on active duty during the Gulf War from August 2, 1990 through January 2, 1992.

* To claim 5-point preference, **attach a copy of your DD-214**, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

* To claim 10-point preference, **attach an SF-15**, Application for 10-point Veterans= Preference, plus proof required by that form.

The Government Reform Act of 1994 mandates that all Federal employees who are hired after January 1, 1995 must receive their salary via-Direct Deposit/Electronic Fund Transfer or must request a waiver.

WHY WORK FOR US: As a permanent or long term temporary employee with the Department of Labor, you will be entitled to a wide array of benefits. The Federal Employees Health Benefits program has many plans to choose from; all at very reasonable rates which can be paid from pre-tax income. The Federal Employee Retirement System is one of the premier retirement programs in the nation. This program features three components: a retirement pension; the Thrift Savings Plan (an employee controlled investment program); and social security. Federal Employee Group Life Insurance offers numerous life insurance policy options covering employees, spouses and dependents. The leave program offers exceptional time off benefits including annual leave, sick leave, an employee leave share program, Family Friendly Leave, Family Medical Leave, and 10 paid holidays per year. The Child Care Subsidy Program provides financial assistance to make child care more affordable for qualifying employees. Employee Assistance Programs provide confidential counseling and referral services to employees and their family members at no cost as well as periodic seminars on behavioral health issues. You may also be entitled to career development and enrichment training. As an employee of the Employment and Training Administration you will enjoy additional benefits such as the Transportation Subsidy Program (vanpool, commuter vehicle), a pre-tax payroll deduction benefit; and Family Friendly Policies such as alternative work schedules. There are a variety of other services provided such as a cafeteria, Fitness Center, Health Unit, on-site childcare center; credit union, recreation association and store, dry cleaners, and U.S. postal services.

DELEGATED EXAMINING AUTHORIZATION NO. DL-1. Competitive examining authority has been delegated to the Department of Labor by the Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral.

You must submit a copy of your college transcript(s) with your application if you are trying to qualify based solely on education. If not, you will be found ineligible.

U.S. DEPARTMENT OF LABOR

APPLICANT BACKGROUND QUESTIONNAIRE

OMB No. 1225-0072
(Exp. 4-30-2002)

FORM APPROVED

The U.S. Department of Labor is requesting your completion of this form to assist the agency in evaluating and improving its efforts to publicize job openings and to encourage applications for employment from a diverse group of qualified candidates, including

minorities and persons with disabilities. The Department will use the data you supply to determine how many applicants are from different groups and how many of these applicants are qualified for the job in question. The Department will then assess the effectiveness of specific outreach efforts and means of communicating information on job vacancies in light of this information.

EFFECTS OF NONDISCLOSURE: Providing the information requested on this form is voluntary. This information will have no effect on hiring decisions.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

Information provided on this form will be used for program evaluation. Personal identifying information will not be included in the tabulation of data in the DOL database.

The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Human Resource Services Center, FPMR, Washington, D.C. 20210; and the Office of Management and Budget, Paperwork Reduction Project, Washington, D.C. 20503.

Solicitation of this information is in accordance with 5 CFR Section 720, Federal Equal Opportunity Recruitment Program (FEORP).

PLEASE COMPLETE THE FOLLOWING:

Name:

Do you have a Disability? ☐ Yes ☐ No

If You checked Yes above, is your disability one of the

targeted disabilities listed below? ☐ Yes ☐ No

- ☐ Blind
- ☐ Deaf
- ☐ Missing Extremity(s)
- ☐ Partial Paralysis
- ☐ Complete Paralysis
- ☐ Convulsive Disorder
- ☐ Mental Retardation
- ☐ Mental Illness
- ☐ Genetic or physical condition affecting limbs or spine

Sex: ☐ Male ☐ Female

Title, Grade, and Announcement Number Of Position for which applying:

ETHNIC SELF-IDENTIFICATION

Are you Hispanic, Latino, or of Spanish Origin? (Definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other

Spanish culture or origin, regardless of race.) ☐ Yes ☐ No

RACE SELF-IDENTIFICATION

Please read the descriptions, then mark one or more races to indicate what you consider yourself to be.

- ☐ American Indian or Alaska Native --- A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ Asian --- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ Black or African American --- A person having origins in any of the black racial groups of Africa.
- ☐ Native Hawaiian or --- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ Other Pacific Islander
- ☐ White --- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

SOURCE OF INFORMATION ABOUT THIS VACANCY: (Check all that apply)

- ☐ 1. Magazine
- ☐ 2. Newspaper
- ☐ 3. Radio/Television Broadcast
- ☐ 4. Agency Personnel Office
- ☐ 5. State Employment Office
- ☐ 6. Government Recruitment at School
- ☐ 7. Federal, State, or Local Job Info. Center
- ☐ 8. Friend or Relative Working for the Agency
- ☐ 9. Internet
- ☐ 10. Federal/DOL Jobsline
- ☐ 11. Other